

**Universal Design Committee
Meeting Minutes
August 6, 2015**

Present: L. Baldwin, D. Bertch, C. Gibson, M. Marks, K. O'leary, B. Olson, B. Purdy, S. Reidenbach, B. Reynolds

Absent: S. Cook, P. Eagan, G. Fredericks, B. Graening, M. Hightree, L. Hoehle, G. Mead, M.K. Pobocik, J. Stasiuk

1. Call to Order: The meeting was called to order by D. Bertch at 9:00 a.m.
2. Review and Approve Meeting Minutes of June 18, 2015: The meeting minutes of June 18, 2015 were approved as presented.
3. Review/Revise/Approve Agenda: The meeting agenda was approved as presented.
4. Updates/Announcements: None presented.
5. Business
 - 5.1 Seminar Days Plan: L. Baldwin reported on the ½ hour session planned for Seminar Days noting a series of quick snippets (two to three minute informative examples) will be provided. The session will also address faculty concerns. A survey will be made available at the end of the session.

The Seminar Days quick snippets will be made available on-line in the adjunct faculty file.
 - 5.2 Procedures for Faculty: L. Baldwin reported short presentations on how to format a document and a quick overview of JAWS is planned as a part of the general session during Seminar Days.
 - 5.3 Captioning Update: No report.
 - 5.4 Software/VPAT Rubric: D. Bertch provided the following update in B. Graening absence. Brian is working on VPATs from software renewals and has a call into Freedom Scientific requesting more information on training modules.

<http://www.freedomscientific.com/AccessibilityTraining/TrainingModules>
 - 5.5 Bookstore/Textbooks Update: No report.
 - 5.6 Webpage Update: No report.
 - 5.7 Universal Design/Accessibility in the News: L. Baldwin provided a brief overview of an article (previously shared with this group via email) forwarded from the Great Lakes ADA Center regarding The Michigan Department of Education's website and ADA compliance.

6. Other:
 - 6.1 M Marks reported on World Share, the new integrated library system, noting the new system is almost finished and ready to go. Testing of the new system is underway.
 - 6.2 L. Baldwin shared with the group an example outlining accessibility approaches obtained from Portland Community College.
7. Next Steps: As stated.
8. Agenda Items: None presented.
9. Next Meeting: The next meeting will take place on a Friday in October. Day TBD.
10. Adjourn: The meeting was adjourned at 9:19 a.m.

DRAFT